

INDEX OF CITY DOCUMENTS

As approved in DuPage County Application 09:029
Secretary of State – Local Records Commission

(5 ILCS 140/5) (from Ch. 116, par. 205)

Sec. 5. As to public records prepared or received after the effective date of this Act, each public body shall maintain and make available for inspection and copying a reasonably current list of all types or categories of records under its control. (Source: P.A. 83-1013.)

CITY CLERK’S OFFICE

(100-147)

Annexation case files	City Council meeting agendas	Subdivision statements of intent
Application for fireworks	City Council meeting minutes	Historic Site petitions
Application for tobacco and cigarette business licenses	Conveyance of property to park district	Municipal code book supplements
Appraisals	City Council meeting audio	Resolutions
Budget books (copies)	Death certificates (copies)	Liquor license files
Certificates of publication	Disability parking applications	Workshop packets
City-owned property records	Easements	IEPA operating permits
Contractor bonds	FOIA requests/replies	Invoices for county recordings
Landscape variance case files	Letters of Credit	Liquor license applications
Log of county recordings	Subpoena log	Loyalty oath/oath of office
Meeting room applications	Minutes of commissions, boards	Ordinances
Amplifier applications	Block party applications	Bowling alley applications
Carnival applications	Circus applications	Billiards applications
Banner applications	Plan Commission case files	Plats
Public Hearing notice logs	Special Service Area project files	Statement of Economic Interest
Going out of Business applications	Taxi (company and driver) applications	Zoning Board of Appeals case files
Peddler/Solicitor applications	Electrician registration	Sidewalk contractor registration
Raffle applications	Scavenger applications	Electrician license records
Sidewalk seating records	Valet applications/permits	Tax exemption records

BOARD OF FIRE & POLICE

(200-215)

Applicant pre-hiring packet	Certifications for employment/position vacancies	Complaints against officers
Eligibility lists (new hire/promotional)	Firefighter “Officer of the Year” records	Illinois Fire and Police Commission Association Membership certificates
Legal case files/litigation	Minutes of the Board	Personnel files
Phone message logs	Promotional exam records	Rules and Regulations of the Board

LEGAL DEPARTMENT

(300-309)

Citizen complaints	Collective bargaining files	Employee grievance records
DUI case files	Legal opinions	Litigation files
Prosecution case files	Warrants	Worker's compensation case files

INFORMATION TECHNOLOGY

(400-403)

Computer hardware fixed asset inventory	Computer system back-up tapes	Software maintenance agreements
Software license agreements		

MAYOR'S OFFICE

(500-504)

Applications for boards and commissions	Liquor Commission case files	Sister Cities Commission files
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FIRE DEPARTMENT

(600-645)

Acquired structure records	Ambulance daily inspection checklists	Ambulance drug box inventories
IL Dept of Public Health inspections	Ambulance logs	Ambulance reports
Station meeting room applications	Building plans (copies)	Business history files
Call-Shift analysis reports	Citizen's complaints	Contracts, leases, and agreements
Department studies/surveys	EMT basic and refresher course	Employee accident/injury investigations
Employee grievances	Employee medical records	Employee personnel files
Engineering reports (copies)	Fire alarm contracts	Fire and ambulance street index
Fire call logs	Fire code violations	Fire incident reports
Fire investigation reports	FCC radio license	Grant records
Inspection/exposure reports	ISO records	Equipment inventories
Supply inventories	Invoices (copies)	Meeting minutes and agendas
Fire prevention reports	Shift summary reports	Calls responded to reports
Finance/stats reports	Monthly training packets	Official training/sign-in sheets
Data code sheets	Payroll records	Phone message books
Dept rules and regulations	Department policies	State fire marshall reports
Survey reports	Vehicle and equipment maintenance records	

TRANSPORTATION, ENGINEERING AND DEVELOPMENT BUSINESS GROUP
(700-718)

Addressing files	Commercial and residential architectural drawings (buildings only)	Certified payroll records
Consultant payment records	Letters of credit	Detailed and final grading plans
Engineering construction and as-built drawings	Historic Sites Commission records	Letters of map revision
Pay estimates for infrastructure projects	Permit files	Plan Commission case files
Project files	School walk routes and traffic control plans	Sidewalk requests
Traffic intersection and midblock files	Traffic signal records	Transportation and Bicycle Pedestrian Advisory Committee case files
Zoning Board of Appeals case files		

CITY MANAGER'S OFFICE
(800-823)

City Manager Memorandum	Citizen's Academy records	Community Development Block Grant
Contracts, leases and agreements	Council work requests	Equipment maintenance files
Internal/external marketing materials	Friday Confidential Memo	Graphic design project files
Internal quarterly audit reports	Naper Network	Press releases, paper clippings
Resident guide	State of the City files	Q/A with the Public

DEPARTMENT OF PUBLIC WORKS
(900-919)

Annexation maps (duplicates)	Garbage cart applications	Bids, specs and proposals
Bulk users licenses	Citizen surveys	City building construction files
Dept studies and surveys	Invoices (duplicates)	Maps, plats and blueprints
DPW committee minutes and agendas	Project files	Leaf program records
Tree planting program files	Tree removal program files	Snow removal records
Brush collection records	Manpower records	Daily pick-up records
Service requests	Vehicle and equipment maintenance	

DEPARTMENT OF PUBLIC UTILITIES

(1000-1002; 1100-1109; 1200-1210; 1300-1329; 1400-1405; 1500-1503)

Vehicle sign in/out sheets	Personnel files (duplicates)	PCB survey forms
Work requests	Purchase orders (duplicates)	Invoices (duplicates)
Bid records (duplicates)	Time sheets (duplicates)	Vehicle inspection reports
Check requests (duplicates)	Daily time logs	Employee evaluations
Leave sheets	Man hour summaries	Overtime reports
Travel documentation	Vehicle safety reports	Transformer records

FINANCE DEPARTMENT

(1600-1628)

Applications for electric service	Audits	Applications for water service
Bankruptcy notices	Bids, specifications, and proposals	Budgets
Budget worksheets	Cancelled bonds and coupons	Cancelled checks, bank statements and deposit slips
Claims for reimbursement	Commission and board packets	Data entry and maintenance worksheets
Direct deposit authorization forms	e-Bill applications	Bank draft applications
IMRF records	Insurance policies and claims	Investment records
Ledgers and journals	New service meter reading cards	Payroll adjustments
Payroll earnings records	Police and fire pension records	Real estate transfer declarations
Special assessment records	Statement of investments	Utility billing receipt stubs
State and federal tax statements	Union contract negotiation records	Joint utility agreements
Transformer records	Work requests	

CIVIL ENVIRONMENTAL ENGINEERING AND CONSTRUCTION DEPARTMENT

(1700-1718)

Safety reports/tailgate talks	CIP files (duplicates)	Certified payroll sheets
Demolition records (duplicates)	Easements and vacations (duplicates)	Emergency/unplanned activity call out reports
Fire inspection of city facilities (duplicates)	IEPA permits (duplicates)	JULIE location results
Occupancy inspection logs	Private development project files (duplicates)	Procurement cards and purchase orders (duplicates)
Restoration of residents' land or city property disturbed by work	Timesheets (duplicates)	Water testing microbiology multiple samples (duplicates)
Water and sanitary sewer commercial plans (duplicates)	Water and sewer line inspections and reports	

SAFETY AND TRAINING

(1800-1817)

AED inspections	Budget/accounting books	Cell phone policy acknowledgement forms
City facilities garage door inspections	Confined space forms	Electrical work permits
Gas calibration for confined space entry	Hard hat inspections	Job safety inspections (non-city employees)
Ladder inspections	Material safety data sheets	Non-vehicle electrical tool safety inspections
Request for leave sheets	Safety compliance checks	Safety and training procurement sheets
Tailgates/safety talks	Vehicle inspection forms	Vehicles and electrical tool safety inspections

DEPARTMENT OF PUBLIC UTILITIES - WATER SUPPLY/RECLAMATION

(1900-1923)

Annual Consumer Confidence Reports	Annual Sludge Reports	CIP records (duplicates)
Chemistry/microbiology notes	DuPage River monitoring reports	Kraft surcharge billing
Lab/centrifuge data sheets	Lab biosolids and discharge monitoring report quality assurance studies	Microbiology reports and proficiency testing studies
Purchasing records (duplicates)	Timesheets and leave requests	Total volatile solids reduction and sludge sampling data sheets
Wastewater log books	Wastewater and Water Supply operations data sheets	Annual budget files
EPA regulatory compliance records	Division activities highlights reports	Water Supply operations logs
Process control reports	Bid specifications (duplicates)	EPA reports

HUMAN RESOURCES

(5.1 - 5.15)*

CDL drug testing results	Check requests	Employee orientation handbook
Employee physicals (duplicates)	Employment applications	FMLA records
IMRF records	Insurance premium statements	Job audits
Job descriptions/analysis	Time sheets (duplicates)	Personnel files
Unemployment comp. claims	Worker's compensation records	

**As listed in DuPage County Application 97-256; 2009 application not approved as of the date of this report.*